MyHeritage Library Edition
User Guide

2016 Edition

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Introduction

About MyHeritage Library Edition
Containing over 6 billion historical records from the United States and across the globe, MyHeritage Library Edition enables libraries to provide their patrons with the best genealogy research experience available. Our smart search features will help members of your community make incredible discoveries and break down walls in their research. Featuring remote access to our entire database and a mobile friendly interface, MyHeritage Library Edition is the most convenient and user-friendly genealogy product for institutions, perfect for patrons of all ages and levels.

About MyHeritage
MyHeritage is the leading destination to discover, share and preserve your family history. As technology thought leaders and innovators in the space, MyHeritage is transforming family history into an activity that’s accessible and instantly rewarding. Trusted by millions of families, its global user community enjoys access to a massive library of historical records, the most internationally diverse collection of family trees and ground-breaking search and matching technologies. MyHeritage empowers families with an easy way to share their story, past and present, and treasure it for generations to come.

Differences between MyHeritage Consumer Edition and Library Edition
Unlike MyHeritage.com, MyHeritage Library Edition is strictly a search-based research tool. MyHeritage.com features product elements that do not exist in the Library Edition, including: the ability to build a family tree, receive matches, collaborate with family members, and contact other users.

Over 98% of the records available on MyHeritage.com are included in the MyHeritage Library Edition. The exceptions are: Newspaper Archives; and Search Connect (a collection made up of former searches by MyHeritage users, enabling users that search for the same terms to collaborate).

Subscribing to the MyHeritage Library Edition provides the library’s patrons with full access to the MyHeritage database with no interruptions, paywalls, or limitations.
Database & Collections

The MyHeritage database contains over 6 billion historical records, including census, military, newspapers, birth/marriage/death records, directories, family trees, and many other record types. The record collections are most comprehensive for North America and Europe, but the database does contain hundreds of millions of records from other regions.

United States

The MyHeritage Library Edition provides access to a wide range of U.S. historical records, including:

- Full U.S. Census (1790-1940) including index and images
- Public Records Index (816 million records)
- U.S. World War II Army Enlistment (8 million records)
- Civil War Soldiers (6.3 million records)
- State & local birth, marriage, and death records (300 million records)
- Social Security Death Index (94 million records)
- Local directories, newspapers, registers, genealogies, etc. (over 100 million pages)
- Passenger & Immigration Lists (over 10 million)

Europe

MyHeritage offers the most comprehensive set of European genealogical records in any database.

- Hundreds of millions of vital records from Germany
- England & Wales Census, 1841 – 1911 (200 million records)
- Ireland Census, 1901 & 1911 (9 million records)
- Census & Church records from Denmark, Norway, Sweden, Spain, UK, Ireland, Hungary, Slovakia, Germany, Finland, Netherlands, Italy, Switzerland, Poland, Portugal, and more
- Millions of family trees built by local European genealogists

Rest of World

The MyHeritage database also contains millions of records from Canada & Mexico, Latin America, Africa, Asia, and Australia, as well as family trees built by local genealogists in all of these locations.

For more information on local records in a certain area, please see the “Search by Location” feature in the product, click on the location of interest, and view the list of record collections on the right side of the screen. Specific questions about content may be referred to MyHeritage via your EBSCO representative.
Search

Basic Search

The central search area on the main page of the MyHeritage Library Edition enables users to perform a Basic Search. Basic Search provides fields for First & Middle names, Last name, Year of birth, Place, and Keywords. By default, basic searches include a certain amount of flexibility in search results, but the user can check the “Exact search” box to limit the results to the search terms. The default also checks off the box “With translations”, meaning that the search engine will also look for results for the same name translated into other alphabets (Cyrillic, Hebrew, Greek, etc.). Clicking on the “Clear form” link will clear search terms from this form.
Advanced Search
By clicking on the “Advanced search” link at the top right of the basic search box, the user arrives at Advanced Search.

Advanced Search enables the researcher to input a wide variety of additional search terms and filters in the search. Additional fields available through Advanced Search include Gender, Events and Relatives. Moreover, for each search field, the user has the option to choose a level of matching to arrive at the optimal set of results for his or her search. If one is looking for a name spelled a specific way, they can choose to limit the results based on that spelling only. Alternatively, they can broaden the filters to include variations in spelling, dates, etc.

Figure 2- Advanced Search
Search by Location

Beneath the Basic / Advanced search box is a world map which enables the user to Search by Location.

Figure 3 - Search by Location

Clicking on any region will open up a selection panel of sub-locations (countries and/or states) with links to search pages for that region.

Figure 4 - Sub-location View
Clicking on a link will bring you to a dedicated search page for that locale. At right is a list of collections that are directly related to that region. Not all collections may be listed, due to their size (sometimes there are additional collections with smaller record counts, and not all are listed in the main interface). However, results from all relevant local collections plus broader collections (such as the U.S. Census) will be included in search results.

![Search Page for California Records](image)

*Figure 5 - Search Page for California Records*

Each local search page includes the same options for basic and advanced search as the main page, but the search results will be limited to collections and results that pertain to the specific locality.
Search by Collection Title

Users can also search in a specific collection. To view the collection titles for a certain category, click on the category name on the right side of the home page, e.g. “Military”. This will bring the user to a secondary search page which contains all military records. At right, the user will see that the military records are divided into “Draft, Enlistment & Service”, “Pension Records”, and “Military Documents”. Under each subcategory is a “More...” link, enabling the user to view additional collections available for the subcategory.

![Search Page for Military Collections](image)

*Figure 6 - Search Page for Military Collections*

By clicking on the collection title of their choice on any of the pages in this flow, the user will arrive at a dedicated landing page for the collection.
On landing pages for specific collections or record types, the search interface is customized to enable the user to insert the types of information that will give them the most accurate results. For instance, for military records, the basic search offers the ability to search by year and location of military service.

When located on a search page for a single collection, a “Categories” list can be found at right which enables the user to broaden the search to all collections in a certain category.
Results

Results View

After performing a search, the user will arrive at a search results page.

![Results Page for a Search in the U.S. Census](image)

Figure 8 - Results Page for a Search in the U.S. Census

At left, the interface provides a nested layout of the collections that are included in the search and the quantity of results contained in each. In this case, a basic search for “Daniel Boone” in all U.S. Census records shows results from the Federal Census as well as the Florida State Census and other collections. At the top left, the user can click on the orange “Edit search” button to edit their search, or start a new search entirely. At the bottom of the left-hand panel, the search results can be refined by First name, Last name, Birth year, Birth place, Father name, and Mother name. These filtering options vary between collection types depending on what information is contained in each collection. Clicking on Refine by Birth year opens up a tooltip popup window that enables the user to quickly select a birth year.
Figure 9 - Zoom in to the Refine Search Feature

Results List Components
The results themselves are comprised of several elements which give the user ample information with which to determine whether to click on the result and see more information, or to quickly see that the result is not connected to the person they are researching.

Figure 10 - Sample Result

Thumbnail
The thumbnail gives an actual miniaturized picture of the document image, if applicable. For collections without images, an illustration representing the collection is shown. This gives a visual clue as to the contents of the record. The thumbnail is hyperlinked to the record page.

Name
Gloria Ortiz
All available names for the person (as provided by the record/document) are presented in order, First – Middle – Last. Flexible searches can yield results for a wide variety of names and alternate spellings. If the user performs a search in one alphabet which yields results in a different alphabet, the translated version of the name will be given alongside the original name in brackets, with a tooltip that explains the translation feature.

**Result Score & Collection Name**

![Stars](https://via.placeholder.com/150)

1940 United States Federal Census

The number of stars, from 0 to 5, give an indication as to the probability that the person mentioned in the record is actually the person being searched. If a user only does a search based on first name, for instance, this rating will be low. If there are multiple matching parameters (names, dates, other information), then the rating will tend to be higher. This is meant to be taken into consideration along with other factors when determining the relevance of a certain record.

The collection name itself can be a great help in determining the relevance of a record. If a user knows that the relative they are looking for never lived in California, then they can skip records that show a birth or death in California according to the collection name.

**Genealogical Data**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Birth</td>
<td>Circa 1903 - Puerto Rico, USA</td>
</tr>
<tr>
<td>Residence</td>
<td>1940 - 220 East 99th Street, A D 16, New York, New York, USA</td>
</tr>
<tr>
<td>Husband</td>
<td>Eugenio Ortiz</td>
</tr>
</tbody>
</table>

A large amount of information will be exposed to the user about the contents of the record when they view it in the results list. In the record above, the approximate birth date (calculated from the census reported age), birth location, residence and husband name are listed. Other record types will give even more household information, different types of dates, other information such as military rank and regiment, etc. This makes the process that much easier for the end user, who can quickly scan through the extracted information and make a quick decision as to whether to continue to the record page.
Summary View
An alternative to viewing the results one by one, without further filtering, is to click on the Summary tab. Using the summary tab the user can view the different collections in which results were found for their search, with an indicator of the precise number of results. This helps the user narrow the results based on the options available, without having to limit the search terms themselves.

![Figure 11 - Results: Summary View](image)

Editing Searches
From the Results or Summary view, the user can easily edit or restart their search by clicking on the orange “Edit search” button, or the “Or, start a new search” hyperlink, both located at the top corner of the screen. Alternatively, the user can simply click on the browser’s back button, which will save their search terms. Clicking on the MyHeritage logo at the top left will bring the user back to the main search page of the MyHeritage Library Edition and erase all search terms.
Viewing Records

Indexed Information
Clicking on a result from the results list brings the user to the record page. At the top of the record page is key indexed information from the record, such as name, gender, dates, family members, locations, marital status, citation information, and more. The information included in this section varies from record to record and from collection to collection, based on the contents of the collection. Whereas a census record may include more information about other family members, a newspaper record lacks that information but will likely include the date of publication, etc. There is also a small summary of the collection at the top left which gives the user more information about the type of collection the result comes from. For records written by hand or written in foreign languages, the section of indexed information at the top can be key to helping the user clearly understand the information contained in the record.

Household Members
Census records include a Household view that lists the other family members / individuals living in the same household. In some early US Census records, these household connections are not made clear in the document itself, but MyHeritage is able to display “implied household members” by connecting names and other information. Note that household members can also include boarders and other non-blood relatives. All names mentioned as being in the same household are shown with age and...
family relation, and are hyperlinked – clicking on the name brings the user to the record for that individual in the same census record.

Figure 13 - 1850 U.S. Census Record showing implied household members below the census image.

Print Button
Every record page includes the Print button with the printer icon, which organizes the information on the page in a printer-friendly way and opens the print function on the browser.
Viewing Images
For many of the historical records in the database, there are images of the original document that accompany the indexed text at the top of the record page. Document images, if available, are located below the indexed information at the top of the page.

There is a simple image navigation toolbar above the image itself giving the user the option to zoom in and out, navigate between pages (for applicable collections only), and an orange button to move to full screen.

In the zoomed in state, the user can drag the image in the view frame to focus on different parts of the page.

Page Navigation
Page navigation is available on the majority of multi-page record collections such as U.S. Census, international censuses, the Compilation of Published Sources (an assortment of books and newspapers), other published source materials, newspaper collections, and more. Pages can be navigated by clicking on the left/right arrows or by selecting a page from the drop down list.
Full Screen View
Clicking on the orange “Full screen” button opens the full screen view of the record, allowing the user to view and navigate the record in a larger view. For free text collections such as newspapers and books, there is a window at left that extracts the OCR scanned text related to the search.

Buttons above and to the left of the image mirror the zoom buttons in the record page view. The full size image can likewise be dragged and zoomed into in order to create the most comfortable view frame.

![Full Screen View of a Newspaper Article](image-url)
Related Records

Beneath the tan box containing the information related to the record itself, is the Record Detective results section. The Record Detective performs an automatic search of the database using the specific information contained in the record being viewed, and retrieves additional relevant records that pertain to the person or people mentioned. This tool can be immensely useful for researchers once they have found a record that they are confident is connected to a relative of theirs. See more information in the Record Detective section of this User Guide.

![Record Detective results](image)

*Figure 15 – Record Detective results shown beneath a census record.*

MyHeritage Family Tree Records

MyHeritage Library Edition contains 1.5 billion exclusive family tree records built by users of the MyHeritage consumer product. Users will benefit greatly from the massive collection of family trees in this database, the results of genealogical work done by millions of users over many years. Finding a single link to an already existing family tree can open up an entire side of one’s family and provide the user with priceless gems such as digitized family photos, and help them break down walls in their
research. Often, family trees contain information culled from local archives or private family collections which a researcher may never have access to.

Figure 16 - Sample Family Tree Record – at right, the record view with family relationships and photos; at left, the link to view more information from the family tree in the MyHeritage family site

Family Tree Record View

The record itself can contain an immense amount of information including full name and maiden name, birth and death dates & locations, a profile photo, a large amount of information about family members, and additional photos. In many cases, family tree profiles contain document images uploaded as photos to the profile of the person, giving an important documentary source that backs up the information in the profile.
Family tree results also often contain Record Detective results, giving leads to new records that may be connected to the individual mentioned in the record and/or relatives of theirs. These related records can also serve as a documentary basis for the information gleaned from the record.

Viewing Family Tree Information from a MyHeritage Family Site
For family tree records that come from the MyHeritage Family Trees collection (about 1.5 billion records), users can go into the MyHeritage family site to learn even more information about the person they are researching, and to view the family tree itself.

This section can be accessed on the left-hand side of any family tree record.
In addition to the information about the number of people in the family tree, this area also gives a last updated date, the name of the tree creator (just a name without the ability to contact them) and the photo count.

Viewing the Family Tree
Clicking on “View full profile in this site” opens up an alternate view of the individual’s profile in the family tree. There are three tabs in this view – Info, Events, and Timeline.

Info Tab
The Info tab contains similar information to that which is contained on the record page, including photos, immediate family, and source citations for the information given in the profile.

Events Tab
The Events tab lays out the timeline of the individual’s life in a vertical format and also gives a map with pins where events took place, if recorded in the family tree.
Figure 20 - Events View from the Family Tree
Timeline Tab
The Timeline tab lays out the history of the individual and their family on an adjustable timeline.

Figure 21 - Timeline View of the Family Tree
**View in Tree**
At left, clicking on the “View in tree” link opens up the family tree view.

![Family Tree View](image)

*Figure 22 – Family tree view including left-hand panel showing detailed information about an individual in the tree*

Here, the user can view the individual and their family members in an intuitive, online family tree format. The tree can be zoomed in and out, and it is easy to navigate within the tree simply by dragging the mouse on the family tree area in the desired direction. At the top right of the family tree interface, the user can navigate around the area in the tree where they are focused with the arrows as well as the zoom in and out tool. At the bottom left is the Tree Navigator tool which allows the user to quickly jump to a different part of the family tree.
Clicking on a specific profile in the tree opens up the left-hand panel which displays key information about the individual. Above many profiles is the “More relatives” icon, signaled by a miniature duo of blue and pink cards. Clicking on that icon will reveal the branch of the tree that is centered on the person to whom it is connected. The left hand panel can be minimized by clicking the left-facing arrow at the top right of the panel.

Rather than manually navigating in a tree, one can also arrive at a certain individual by performing a search within the tree based on names or other details using the “Find a person...” field at the top right. More information about navigating within the tree can be found by clicking the “?” button at the top right.

External Links
MyHeritage contains some collections for which more information can be obtained by accessing a link to a third party website. There is a list of the relevant URL’s which is available to libraries through EBSCO, and regularly updated. Libraries should add these URL’s to their proxy white lists to avoid any
interruptions for users. Some of these external websites may ask for the user to log in on their website, or to register, but none of these services require payment to view the information contained in the result on MyHeritage. See the FAQ section at the end of this guide for more information.
Other Interface Features

Header

The Header that appears on all pages of the MyHeritage Library Edition includes several useful items for patrons.

MyHeritage Logo
The gray MyHeritage logo is clickable and redirects the user to the main page of the MyHeritage Library Edition. If the user clicks on this button from the results or record page, it will clear all search terms and enable them to start a new search. If the user does not want to start a whole new search but rather just to edit their search, they should simply click the “Edit search” button at the top left of the screen, or use their browser’s back button.

EBSCO Logo
The EBSCO logo is also clickable and links to the EBSCO website.

Library Icon & Name
Libraries can submit individual logos and names of their library / sub-libraries in order to personalize and brand the usage experience for their users. Please contact EBSCO Support or your EBSCO representative for more details.

Language Selector
The MyHeritage Library Edition can be used in 42 languages. The language is set to a default based on the region where it is being used. Users who would prefer to use the MyHeritage Library Edition in another language can simply click on the globe icon and select their language of choice from the pop-up list.

Tutorial Page
The tutorial page contains a how-to video for using the MyHeritage Library Edition as well as an overview of the content that is included in the database.
Special Features

Remote Access
Remote access is automatically included in all subscriptions to the MyHeritage Library Edition at no extra charge, for libraries that enable patrons to access online databases from external locations.

Users simply need to authenticate via their library website as they do for other remote access electronic databases, and the MyHeritage Library Edition will open as a webpage in their browser.

Mobile Devices
MyHeritage is unique among library genealogy products in its support for on-the-go genealogy on mobile devices and tablets. Combined with remote access, this element of the product gives libraries and patrons the most flexibility to do their research at a time and place that are convenient for them.

MyHeritage Library Edition can be accessed on mobile devices through any browser (it is not a separate application), and simply requires the user to authenticate through their library’s website as they would on a desktop computer.

The mobile version offers all of the same features of the desktop version, except that it only offers the basic search option, and does not have a print button.

Figure 24 - Mobile Screenshots of the MyHeritage Library Edition
Record Detective

![Record Detective results](image)

**Janis Hempy (born Jones)**
1925 - 1964

**Birth:** June 27 1925
**Marriage:** Marriage to: <Private>
   Aug 14 1943
   Jackson, Missouri
**Death:** Dec 30 1964
   Kansas City, Jackson, Missouri, USA

**Family members**

**Husband:** Harry Orin Jr Hempy
1922 - 1974

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**Figure 25 - Record Detective Results Based on Information in a Family Tree Record**

Here, a family tree record with information about a husband and wife provides additional links to related records in the Social Security Death Index, FamilySearch Family Tree, and the Ohio birth certificates collection. Depending on the search terms that a person used, they may not have arrived at these records easily. The Record Detective puts all of this information in front of them. These related records often contain additional unknown information about other relatives, and can also serve as a second source for the information contained in the record being looked at.
MyHeritage Library Edition features Global Name Translation™, a technology unique to this product which enables users to more easily break down walls in their international research. The technology automatically translates names found in historical records and family trees from one language into another, at very high accuracy, generating all plausible translations, to produce search results for names in different languages. For example, perhaps someone’s American family has Greek roots. Previously, they would have needed to search also in Greek to find all information available about their ancestors. With Global Name Translation™ they can search in English, and receive results from Greek sources and family trees, translated back into English.
Additional Product Information

Authentication
End users authenticate for the MyHeritage Library Edition via their library website. For more information about authentication types available via EBSCO, please see the EBSCO FAQ on this topic.

Branding
All pages of the MyHeritage Library Edition are displayed with the customer or site name and logo (if provided). To learn more about how to personalize the MyHeritage Library Edition interface for your users, please contact EBSCO Technical Support at support@ebsco.com.

Usage Reporting
MyHeritage Library Edition provides monthly reports to libraries including usage information for all sites included in the customer account (EBSCO CustID). To receive monthly reports, contact EBSCO Technical Support at support@ebsco.com.

Training
Training is available to libraries who have subscribed to the MyHeritage Library Edition. For more information, please consult your EBSCO representative or go to http://support.ebsco.com/training/.

External Links & Proxy Information
Access the link below to view the updated list of IPs and Domains for Firewalls, Proxy Servers, and Whitelists for all EBSCO products including the MyHeritage Library Edition.

http://support.ebsco.com/knowledge_base/detail.php?id=966

Free Trials
One-time free trials of the MyHeritage Library Edition for interested libraries and institutions. For more information, please contact your EBSCO Sales Representative.

Resources
MyHeritage Library Edition - Frequently Asked Questions:
http://support.ebsco.com/knowledge_base/detail.php?id=7706

Genealogy Resources and Best Practices for Libraries:
https://www.ebsco.com/promo/ideas-for-library-genealogy-programs

MyHeritage Library Edition Brochure

MyHeritage Blog: https://blog.myheritage.com

MyHeritage Facebook Page: https://www.facebook.com/myheritage/
Frequently Asked Questions

Q. How do I allow access through firewalls, proxy servers, caching servers, filtering software and other security features for MyHeritage Library Edition?

Please see: EBSCO IPs and Domains for Firewalls, Proxy Servers, and Whitelists. The MyHeritage information is verified and updated on a quarterly basis.

Q. How can I set up a direct URL to MyHeritage Library Edition?

If your institution subscribes to MyHeritage Library Edition through EBSCO, you can set up a direct URL that goes through the Select Service screen to bring your users to the database. We recommend you do not attempt to bypass the Select Service screen as this can cause authentication issues.

The following URL will direct your users into MyHeritage Library Edition, using IP authentication or will prompt users for their ID and password credentials:


You can also modify the authentication parameters to suit your institution's needs.

Q. How do I search in MyHeritage Library Edition?

Searches can be performed directly from the main landing page of the MyHeritage Library Edition. There is an option to perform a Basic Search with fewer search parameters, as well as an Advanced Search which gives additional options for dates, relationships, etc., to help narrow the search.

Clicking on the map below the main search box on the homepage enables the user to focus their search in a particular geographical area, country, or sub-region (sub-regions are available for search in records from the US, UK, Australia, and Canada only).

Another option is to search by collection. At the right there is a menu listing categories of collections (Census & Voter Lists, Marriage & Divorce, etc.), and clicking on them opens a page where collections in that category are displayed. Each collection has its own search page where a basic or advanced search can be performed just in that collection.

Example: How do I perform a basic search in marriage records from Spain?

From the home page, you have two options.

Option 1:

- Using the map tool at the bottom of the home page, click on Europe and then the link to Spain. This will bring you to the Spain collections landing page.

- At right, you will see the link for Spain, Marriages, 1565-1950. Click on the link and you will arrive at a basic search page limited to that collection.

Option 2:
• From the home page, click on Marriage & Divorce in the right-hand menu. The Marriage & Divorce landing page displays the different collections available in this sub-category.
• Click on Spain, Marriages, 1565-1950 to arrive at the basic search page for this collection.

Q. Can I save searches in MyHeritage Library Edition?

There is currently no option to save searches.

Q. Can I get usage reports for MyHeritage Library Edition?

Yes. For information about obtaining usage reports, please contact EBSCO Technical Support at support@ebsco.com.